

## E-Safety Policy

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**CONTENTS**

<b>Section</b>	<b>Page</b>
<b>1. Policy Statement</b>	<b>3</b>
<b>2. Guidance</b>	<b>3</b>

## 1. Policy Statement

This policy is designed to promote responsible behaviour with regard to e-based activities and ensure pupils are appropriately protected and supervised at all times. It takes account of relevant legislation and, in particular, of the General Data Protection Regulations and the Data Protection Act 2018.

The policy is applicable to all those involved in the provision of e-based education/resources at the School and those with access to, or are users of, School ICT systems.

The Bursar is the E-Safety Co-ordinator.

The Deputy Head Pastoral is responsible for the implementation of this policy.

## 2. Guidance

The E-Safety Co-ordinator will:

- ensure that all staff are aware of this guidance
- compile logs of e-safety incidents
- liaise with School technical staff
- liaise with the Head on any investigation and action in relation to e-incidents
- advise on e-safety policy review and development.

The School IT Manager will:

- be responsible for the IT infrastructure and ensure it is not open to misuse or malicious attack
- ensure that access to networks and devices is password protected
- keep up to date with e-safety technical information
- ensure that the use of the network (including Internet, virtual learning, email and remote access) is monitored for misuse
- implement any agreed monitoring software / systems.

Teaching and Support Staff will:

- maintain awareness of School e-safety policies, procedures and practices
- report any suspected misuse or problem to the E-Safety Co-ordinator
- ensure that digital communications with all members of the School community are professional and conducted *via* School systems
- ensure e-safety is recognised, where appropriate, in teaching activities and curriculum delivery
- ensure pupils understand and follow e-safety procedures, including avoiding plagiarism and upholding copyright regulations
- monitor the use of digital technologies (including mobile devices, cameras etc) during School activities
- ensure that where the use of the Internet is pre-planned, pupils are guided to sites checked as suitable for their use and that procedures are in place for dealing with any unsuitable material that is found in searches.

Pupils will:

- be responsible for using School systems in accordance with the Acceptable Use policy
- follow e-safety procedures, including avoiding plagiarism and upholding copyright regulations
- understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- be expected to know the policies on the use of mobile devices and digital cameras, the taking / using of images and cyber-bullying

- understand that the e-safety policy will include actions outside of School where related to School activities.

Parents/Guardians will:

- be advised of e-safety policies through parents' evenings, newsletters, letters, the website etc.
- be encouraged to support the School in the promotion of good e-safety practice
- follow School guidelines on:
  - a. digital and video images taken at School events
  - b. access to parents' sections of the School website / pupil records
  - c. the use of their children's personal devices in the School (where this is permitted).

Child Protection

Those responsible should be trained in e-safety and aware of the implications that may arise from:

- sharing personal data
- access to illegal / inappropriate materials
- inappropriate contact with other users on-line
- potential or actual incidents of grooming
- cyber-bullying.

Community Users/Contractors.

Where such groups have access to School networks / devices, they will be expected to provide signed acceptance to abide by School e-safety policies and procedures.